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9 SEPT 1986

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GP- 126-2116

MEMORANDUM FOR: Deputy Director for Administration

FROM: Robert W. Magee
Director of Personnel

SUBJECT: Retirement and Financial Planning Seminar

1. We would like to invite you or the Associate Deputy Director for Administration to present the opening remarks at our annual Retirement and Financial Planning Seminar on 21 October 1986. We had previously invited the DDCI to present these remarks but he will be away on TDY that day and is therefore unable to speak. The program, which is designed to help those employees at or nearing retirement age, is well attended and very popular with our employees. We use a number of outside speakers who are experts in various aspects of retirement planning to help employees prepare financially and personally for this major change in their lives.

2. Each year, we have a kickoff speaker who provides some key introductory remarks covering approximately 10-15 minutes. We would like very much to have you or the ADDA make this presentation this year from 9:15-9:30 a.m. in the Auditorium. Your participation in the seminar would show senior management's concern for our employees as they prepare for retirement and help to make them aware of the full range of Agency services available to assist them. If your busy schedule permits you to make this presentation, we will provide you with an outline of suggested comments.

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Robert W. Magee

I will () will not (☒) address

Deputy Director for Administration

Date

Associate Deputy Director for Administration

Date

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